

**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

Felicia C. Cannon, Clerk  
Jarrett B. Perlow, Chief Deputy  
Elizabeth B. Snowden, Chief Deputy

Reply to Northern Division Address

August 19, 2015

1:15-cv-01107-JKB  
Mason v. Machine Zone, Inc.

Dear Counsel,

The Clerk received your Motion for Admission Pro Hac Vice for Courtney C. Booth. Upon reviewing the motion, we noticed the signature of the attorney(s) checked below was incorrect:

☐ Movant  
☒ Proposed admittee

Signatures of attorneys must either be handwritten or meet the requirements in the "signature" section of our civil procedures manual. (You may go to our website at [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov) to access the manual.)

To file a revised motion without paying the fee a second time, please do the following:

1. Go to the Court's website at [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov) to obtain the Motion for Admission Pro Hac Vice form.
2. Prepare the motion with all required information.
3. Refile the motion using the event, "Pro Hac Vice – Corrected."

When the new motion is received, it will be reviewed and a ruling will be issued. In the meantime, the existing motion will be terminated and marked "Filed in error."

Very truly yours,

\_\_\_\_\_/s/  
Felicia C. Cannon  
Clerk, U.S. District Court  
District of Maryland  
prepared by: Sierra Dennison

---

Northern Division ° 4415 U.S. Courthouse ° 101 W. Lombard Street ° Baltimore, Maryland 21201 ° 410-962-2600  
Southern Division ° 240 U.S. Courthouse ° 6500 Cherrywood Lane ° Greenbelt, Maryland 20770 ° 301-344-0660

Visit the U.S. District Court's Web Site at [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov)